Job Description

Job title: **Environmental Health Practitioner/ Housing Health Practitioner**
Post No:
Grade: **Career Grade Band 7 to 10**
Directorate: **Regulatory Services**
Reports to: **Environmental Health Team Leader**

Purpose of the job

Under the supervision of the Environmental Health Team Leader, carryout all duties in respect of the enforcement of relevant legislation, regulations and codes of practice in accordance with Council Policy and practices in respect of Private Sector Housing Standards in the district.

This role covers a wide range of Private Sector Housing functions, knowledge and skills. The role exists to improve Private Rented Sector (PRS) housing standards in the district and to require landlords to ensure properties are safe, free from serious hazards and in a good state of repair, a legal requirement under the Homes (Fitness for Human Habitation) Act 2018.

The role will deliver added value to outcomes and contributing to the Councils key priorities in an innovative and efficient manner.

Main areas of responsibility

1. To respond to requests for assistance across a range of Private Rented Sector Housing issues including complaints, disrepair, allegations of harassment and illegal evictions from members of the public, other council departments and external organisations.

2. To undertake inspections into the condition of properties within the Private Rented Sector Housing, ensuring properties meet minimum health and safety and energy efficiency standards. To undertake reactive and proactive inspections in accordance with Housing Health and Rating System (HHSRS) and other legislation. Taking the appropriate course of action to address identified hazards and regulatory breaches.

3. Implement and update policies and procedures resulting in any legislative changes and updates.

4. To proactively work to identify HMOs that may require a licence or compliance with safety standards and HMO management regulations. To effectively deliver the HMO licensing scheme ensuring its applied correctly and taking prompt legal action when breaches are identified.

5. To undertake investigations into empty properties utilising all available resources and where necessary using appropriate and proportionate enforcement action to bring properties back into use.

6. To effectively promote and maintain strong partnership working. This will include liaising with a wide range of stakeholders including Parish Councillors and elected members, fire and rescue service, environmental health, tenancy support, adults and children's services.

7. To mentor and train other members of staff or trainees to assist the delivery of the service.

8. Maintain and develop electronic information systems including data bases and filing structures using corporate systems.

9. Plan and carry out general administrative duties for the service area including but not restricted to responding to correspondence, producing documents and raising orders. Also monitor and report on information/activities relevant to the service area and provide relevant management information when required.

10. Respond to and follow up on customer enquiries through post, phone, email and face to face in line with service standards set for the area.

11. To undertake necessary work and duties outside normal office hours as reasonably required.

12. The above list of responsibilities is not exhaustive and the responsibilities and duties will vary from time to time depending on the needs of the Environmental Health Service and may include general Environmental Health work without changing the character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

13. The postholder will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant legislation, the Council's policies and programmes.

Person Specification

Band 7-8

A minimum of five GCSEs including Maths and English Grade C or educated to degree level or diploma level in a housing related subject or Building Surveying Qualification or equivalent demonstrable experience.

Band 9-10

Chartered Institute of Environmental Health Professional Qualification - BSc Honours (equivalent to NVQ level 6) or MSc (equivalent To NVQ level 7) or appropriate Advanced professional certificate in Private Rented Sector (APC-Housing).

All

- Demonstrable knowledge and practical application of the Housing Health and Safety Rating System (HHSRS) and the enforcement framework. Ability to inspect property condition and progress improvement projects.

- Able to demonstrate extensive knowledge of all relevant legislation, policy and best practice for regulation of the private housing sector including but limited to the Housing Act 1985, Housing Act 2004, Housing and Planning Act 2016 and Renters Rights Act 2025.

- Able to analyse, interpret and explain complex legislation and technical information, with the ability to adapt communication style to suit different situations.

- Experience in assessing and appraising complex information, problems or situations.

- Experience and ability to take cases to court, prepare reports and statements of evidence for legal proceedings. Ensuring legal notices are accurate and served in accordance with statutory requirements, including imposing and enforcing civil penalty notices. Attend and give evidence to assist with the presentation of cases at court or tribunal.

- Demonstrable experience of managing and evaluating risk dynamically, employing professional curiosity and completion of complex decision making while working independently.

- Demonstrate an understanding of and ability to implement Government and Council policies, objectives, plans, priorities, and legislation.

- Demonstrate the ability to manage a complex caseload and prioritise work effectively to deliver the required outcomes.

- Ability to ensure compliance with all relevant Council policies, statutes and regulations.

- Good report writing and presentation skills, being able to deliver to all levels of the organisation including Members and other external organisations.

- Knowledge and experience in other areas of Environmental Health work.

- Be able to maintain detailed and accurate records of all work and maintain the computer database system in accordance with agreed procedures.

- Demonstrate competency in Word, Access, Excel and PowerPoint.

- Demonstrate excellent inter-personal skills.

- Be self-motivated with drive and enthusiasm to work as part of a team but retaining the ability to act on personal initiative and to manage effectively own workload.

- Demonstrate the ability to take account of strategic and long- term issues.

- To be able to work under pressure and meet deadlines.

- A valid UK driver's licence and access to own vehicle.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

14. To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work. To co-operate with managers/ supervisors in complying with statutory health and safety duties and to report incidents, accidents, faults etc.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date reviewed: November 2026
Reviewing Manager: Joanne Belcher

Career Grade Structure

Environmental Health Practitioner/ Housing Health Practitioner

Band 7 – Housing Health Practitioner

- Holding a good level of education or a relevant degree or following completion of a relevant Housing qualification and experience working in environmental health or a related discipline.
- Satisfactory competence in consistently meeting performance targets in processing workload.
- Dealing with a variety of requests for service and pro-active inspections.

Band 8 – Environmental Health Officer/ Housing Health Practitioner

- Hold a degree in Environmental Health and/or qualifications for gaining registration with Chartered Environmental Health, either for Environmental Health, one of the specialisms or detailed experience / knowledge / qualifications for the role of a Scientific Officer
- Satisfactory progress toward becoming a Registered EHP accredited by CIEH, failure in this element could affect the post holders ability to successfully do the job.
- Satisfactory competence and performance in consistently meeting performance targets in processing workload.
- Dealing with a variety of reactive work e.g. requests for service and pro-active work e.g. inspections.
- Development of and involvement in educational and promotional activities.
- Preparing responses to complaints and Ombudsman investigations
- Preparation of committee reports and occasional presentation of such a report at Committee.

Band 9 – Environmental Health Officer/ Housing Health Practitioner

- A registered EHP accredited by the CIEH or relevant qualification. Have obtained relevant housing qualifications and Housing Health and Rating Scheme assessment experience.
- Development of adequate specialist knowledge and competence in service of notices and/or competence in taking prosecutions by gathering and giving evidence.

Band 10 - Environmental Health Officer or Specialist Housing Health Practitioner

- Development towards becoming a Chartered Environmental Health Practitioner, or Commitment to further specialism in area of technical expertise.
- Satisfactory competence and performance in consistently meeting performance targets in processing workload.
- Dealing with a variety of reactive work e.g. requests for service and pro-active work e.g. inspections
- Carrying out complex assessments and preparing the associated technical reports
- Analysis of complex technical reports submitted through planning or other similar strands of work.

Band 10 - Environmental Health Officer or Specialist Housing Health Practitioner continued

- the induction, support development of more junior staff
- Development of and involvement in pro-active educational and promotional activities
- Ability to take the lead in Emergency Prohibition cases and other similar enforcement work.
- Proactive involvement in improving service delivery.
- Processing and presenting evidence for Court Cases and Planning and/or Licensing Hearings.

November 2026